

PERSON AND CLIENT INFORMATION

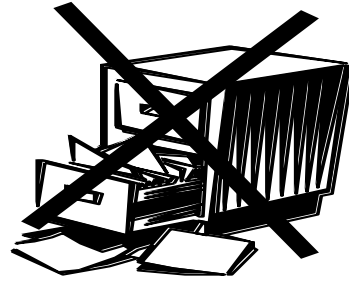
Person Search & Details

Assignments/Transfers

Caseload List

Client History

Person Search



RR-02

- The database index contains all persons with a CAPS ID
- Search for all people before entering them into the system
- After search criteria is entered, a list of matches will be displayed
- A person may be a person (with CAPS ID) before they are made a client
- A person becomes a client when:
 - A CAPS ID has been assigned to a worker on the AXED (Assignment/Transfers Detail) screen

PERS - Person Search

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSERS PERSON SEARCH 11/10/2005 15:52

USER ID : C7TR15

CAPS ID : 00002089 00 NAME: FURST, ADAM

LAST NAME : washington

FIRST NAME : g

MIDDLE NAME : PHONETIC SEARCH : N

SSN :

DATE OF BIRTH :

RESIDENCE COUNTY :

SEX :

CAPS ID :

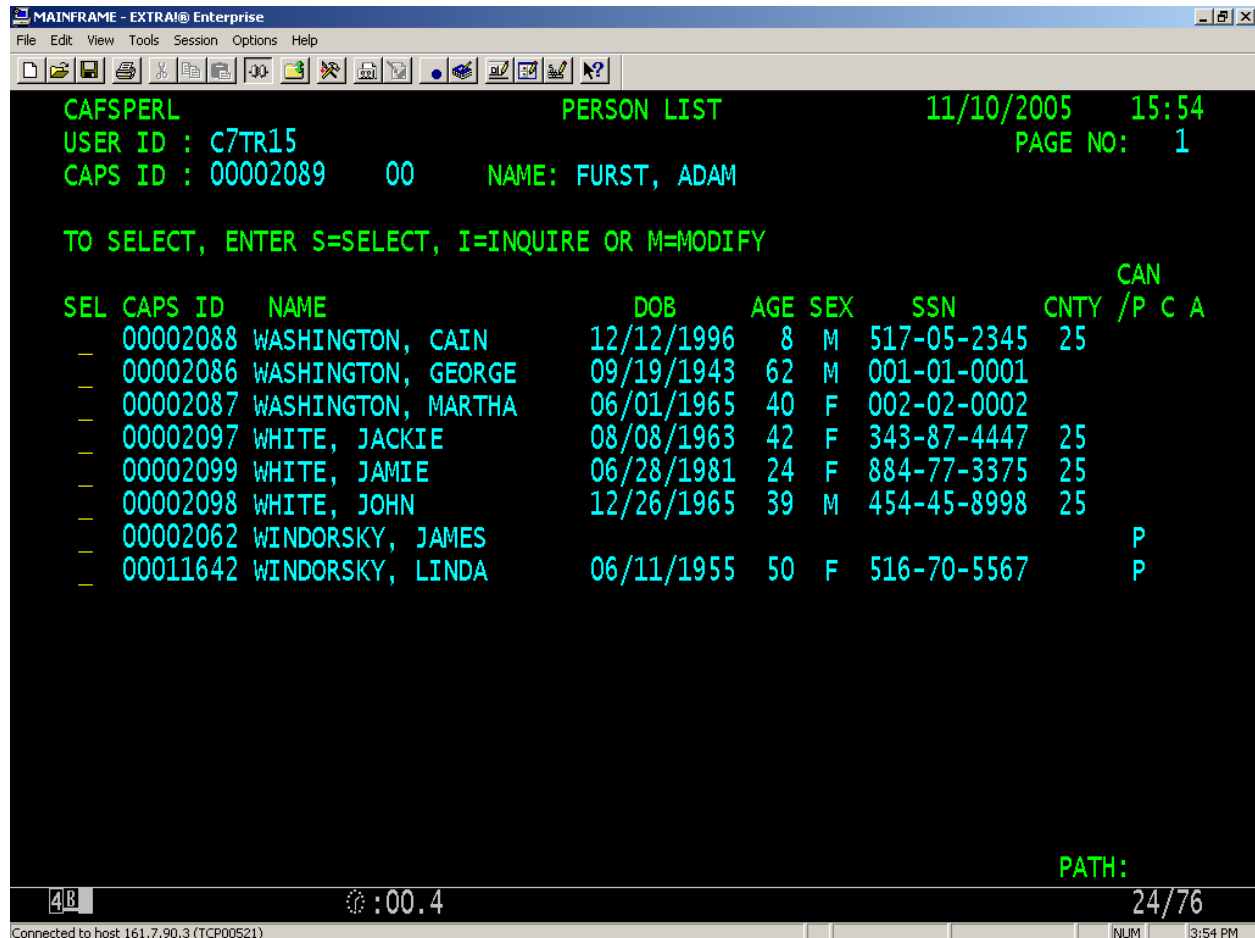
PATH:

4B :00.1 09/38

Connected to host 161.7.90.3 (TCP00521)

- Use this screen to lookup or find out if a person is known to CAPS
 - Enter search criteria, Press ENTER
 - PERL (Person List) will display a list of all persons known to CAPS, beginning with the person on the list directly above those that match the search criteria, or a message will display indicating that no matches were found
- Search criteria is one of the following:
 - SSN, Last name, CAPS ID
 - The search can be narrowed by entering in any combination of items - Example: Last name and DOB
 - As little as one letter may be entered to generate a search
- A phonetic search indicator defaults to “N”, you may change it to “Y” to search phonetically, otherwise an alphabetic search is done instead
- If the search criteria entered is the CAPS ID, or SSN, only and exact match will be displayed

PERL - Person List



MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSPerl PERSON LIST 11/10/2005 15:54

USER ID : C7TR15 PAGE NO: 1

CAPS ID : 00002089 00 NAME: FURST, ADAM

TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY

SEL	CAPS ID	NAME	DOB	AGE	SEX	SSN	CNTY	CAN
	00002088	WASHINGTON, CAIN	12/12/1996	8	M	517-05-2345	25	
-	00002086	WASHINGTON, GEORGE	09/19/1943	62	M	001-01-0001		
-	00002087	WASHINGTON, MARTHA	06/01/1965	40	F	002-02-0002		
-	00002097	WHITE, JACKIE	08/08/1963	42	F	343-87-4447	25	
-	00002099	WHITE, JAMIE	06/28/1981	24	F	884-77-3375	25	
-	00002098	WHITE, JOHN	12/26/1965	39	M	454-45-8998	25	
-	00002062	WINDORSKY, JAMES						P
-	00011642	WINDORSKY, LINDA	06/11/1955	50	F	516-70-5567		P

PATH:

4B :00.4 24/76

Connected to host 161.7.90.3 (TCP00521)

NUM 3:54 PM

- Displays information for persons that met the search criteria entered on PERS
- The select functions are listed at the top of the screen under the CAPS ID and NAME
- To add a new person to the database, press F11
 - The PERD (Person Detail) screen will be displayed in ADD mode
- To change any detailed information for the person, type “M” in the SEL field next to the person for whom you want to modify information
 - The PERD screen will be displayed
- If a person is selected with an “I”, PERD will be displayed for Inquire only - no changes may be made at this time
- F2 will return you to the previous screen

PERD - Person Detail

```
CAFSPERD                PERSON DETAIL                02/09/2012    10:04
USER ID : CS4566        MODIFY
CAPS ID : 00002107      25      NAME: ABBOTT, DAWNNA

LAST NAME   : ABBOTT                ASSIGNED WORKER INFORMATION
FIRST NAME  : DAWNNA                WORKER ID: C7TR15    RGN: 4    CNTY: 025
MIDDLE NAME :                     CAN: N      NAME: FIFTEEN, TRAINEE
SUFFIX      :                     P SSN VERIF:  PHONE NO: 406      EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ---- SECONDARY:
_   P 158-80-9686   _

DRIVERS LICENSE ST: MT  NUMBER: MT08101998      ----- ADDRESS -----
BIRTH DT : 08/10/1998 VERIF:  AGE: 13  LINE1 : 202 N RODNEY ST
PLACE :                               LINE2 :
DATE DECEASED :                      CITY : HELENA
SEX CODE      : F  FEMALE              STATE : MT  ZIP CODE : 59601 - 4227
ETHNICITY     : CA                     COUNTY: 25  LEWIS & CLARK
HSPNC ORGN    : N  IDENTITY VERIF:      TELEPHONE :
MARITAL STATUS: NM  DATE:

----- EMPLOYMENT -----
NAME :                               STATUS :
PHONE:                               INCOME :      START DATE:
OCC:                                END DATE:

SHIFT+F10=CLRSSN

PATH:
```

- The Person Detail screen is used to enter or display general information about persons in the system
 - This information is available to all workers
- If the ADD function (F11) was indicated on PERL, CAPS will assign the CAPS Identification number when you press ENTER to update the screen
- For SSNs indicate on the select field A (ADD), M(MODIFY), D(DELETE) and whether it is a P(Primary) or S(Secondary)
- ASSIGNED WORKER INFORMATION will be displayed once the person has been assigned to a worker on AXED (Assignment/Transfers Detail)
- RESIDENT ADDRESS information will be displayed once the ADDD screen is completed
- EMPLOYMENT information will be displayed once the EMPL screen is completed
- Last Name and First Name are the only fields required in order to generate a CAPS ID

- Up to six (6) ethnicity codes can be entered in the ETHNICITY field. When the worker presses F12 (code table lookup), six codes can be selected at one time. “ABANDONED AT BIRTH”, “DECLINED”, “PARENT(S) INCAPACITATED” and DECLINED are options.
- Verifications for SSN and Date of Birth are received through an interface with the CHIMES system. Verifications for Identity are received through an interface with CHIMES or entered by IVE unit staff.
- Enterable values for HISPANIC ORIGIN field are “Y”, “N” “D” or “U”. Guidelines for this field are as follows:
 - Answer “Y” if the person is Mexican, Puerto Rican, Central, South American or other Spanish origin, regardless of race
 - The “U” means UNABLE TO DETERMINE and should be used rarely - only if the child is very young or is severely disabled and no person is available to determine whether or not the child is of Hispanic origin.
 - The “D” means DECLINED and should be used if the person/client declines to provide this information.

CPHL - Client Placement History List

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSCPHL CLIENT PLACEMENT HISTORY LIST 03/27/2007 09:25

USER ID : CS4566 PAGE NO: 001

CAPS ID : 00002171 25 NAME: ATCHESON, DAWNNA

TO SELECT ENTER I=INQUIRE, M=MODIFY TO ADD=F11 + FASTPATH

EXIT

S	TYPE	FACILITY	FACILITY / PERSON NAME	START DATE	END DATE	RSN
—	FCARE	0007109 001	MAHONEY SEAN AND SUSANNE	01/01/2004	12/31/2004	AGE

PATH:

4.8 : 00.1 24/76

Connected to host 161.7.90.3 (TCP00551) NUM 9:28 AM

- This screen displays all a specific clients placements
- You can add a placement by typing the appropriate screen in the path and pressing F11, the system will take you to the appropriate placement screen in ADD mode
 - PLAD (Placement Detail) – foster care, shelter care, group home, etc
 - ADOD (Adoption Detail)
 - GARD (Guardianship Detail)
 - JJPD (Juvenile Justice Placement Detail) – Pine Hills & Riverside ONLY
 - JDET (Detention Placement Detail)

AXED - Assignment/Transfers Detail

CAFSAXED ASSIGNMENTS/TRANSFERS DETAIL 02/10/2011 7:46
USER ID : C7TR15

ENTER ENTITY TYPE BEING PROCESSED
(C-CLIENT, F-FACILITY, P-PERSON OR R-REPORT): C
PROCESSING CLIENT : 0002107
NAME : ABBOTT, DAWNNA

FUNCTION : S (ENTER A=ASSIGN, T=TRANSFER,
R=READ ONLY, S=SHARE)
COURTESY SUPERVISED?: Y
FROM USER : C7TR15 FIFTEEN, TRAINEE
TO USER : C7TR16 SIXTEEN, TRAINEE

TYPE : P (T=TEMPORARY, P=PERMANENT)

ENTER START DATE OF TRANSFER
OR CLIENT EFFECTIVE DATE: 02/10/2011
END DATE: 99/99/9999

IS THIS A PRIVATE ADOPTION AGENCY CLIENT (Y/N)? :

Remember to Shift+F4 to Confirm your entry!

FS900354 TO CONFIRM, PRESS F16(SHIFT+F4) . PATH: █

Type codes for
ENTITY TYPE,
PROCESSING
#, **FUNCTION**
fields & press
Enter if you want
CAPS messages
to guide you in
completing the
rest of the
required fields.

- The process of assigning a person to a worker makes the person a client.
- This screen can be used to:
 - Assign a person to a worker
 - Assign a client to a worker
 - Re-assign a closed client to a worker
 - Supervisor can assign a client to a worker
 - A worker can assign closed clients to their own caseload
 - A worker can share or grant temporary read only access for an entity.
- The F10 key allows you to select other persons from RELL (Relationship List) screen so multiple persons can be assigned to a worker at one time
- The system will not allow the worker to TRANSFER a client if
 - The client has any services that have any PENDING approval status

- The client has any payments that are in UNAPPROVED, INCOMPLETE or MAILED status. Contact Central Office if the system stops you from transferring due to payment details, as they can take care of these for you
- It is VERY IMPORTANT that if a transfer is taking place between agencies (i.e., DPHHS to DOC) that the transfer is done promptly. This does affect funding source information for the new worker if not done immediately.
- When a transfer occurs, an event record is created and stored in the system
- ASSIGNMENT – This grants permanent access to the worker assigned. Requires:
 - **Entity Type**
 - **Processing field** = ID number (CAPS ID, if assigning individual to yourself)
 - **Function** = A
 - **To User** = (c number)
 - **Client Effective Date**
 - **Private Adoption indicator**
- TRANSFER - This grants permanent/or temporary access to another worker for a client, facility or report. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = T
 - **To User** = (other worker's c number)
- SHARED ACCESS - This grants shared permanent/temporary write access of a client to multiple users at one time. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = S
 - **Courtesy Supervised** = Y/N (only for sharing of **clients**)
 - **To User** = (other worker's c number)
 - **Type** = T (temporary) or P (permanent). If T, **End Date** is also required.

Note: To terminate shared access, a Release is performed by entering an 'R' on the CSLL (Caseload List) screen of the worker who with shared access.
- READ ONLY - This grants temporary read only access with an expiration date no greater than five days. CAPS defaults the Client Effective Date to the current system date. If the End Date and Type fields are left blank, CAPS defaults the End Date to 5 days past current date, and the Type of T (Temporary).
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = R
 - **To User** = (other worker's c number)

CSLL - Caseload List

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSCSL CASELOAD LIST 11/10/2005 16:06
 USER ID : CS4566 PAGE NO: 3

DISPLAY C=CLIENTS,R=REPORTS OR B=BOTH: B VIEWING CASELOAD OF USER: CS4566
 TO SELECT, ENTER S=SELECT, R=RELEASE OR T=TRANSFER

REPORT/ SEL	CAPS-ID	NAME	DATE	TYP	GOAL	IND	PERM	ALRT	R&R/ CLNT	CPHL
—	00002058	SCHAFER, JEREMY	03/10/99	A					C	
—	00002059	SCHAFER, MARY A	03/10/99	A					C	
—	00002082	SMITH, JOAN	03/10/99	A					C	
—	00002088	WASHINGTON, CAIN	03/10/99	A					C	P
—	00001006	CARL CLARK	03/10/99	A					R	
—	00001005	CAROLYN HAMMOND	03/10/99	A					R	
—	00001007	HOPE ROBINSON	03/10/99	A					R	
—	00001004	JUANITA GARCIA	03/10/99	A					R	
—	00001002	LARRY CARSONE	03/10/99	A					R	
—	00001003	OLE AND ANN GUSTOVSON	03/10/99	A					R	
—	00001001	PATRICIA KASKE	03/10/99	A					R	
—	00001023	WASHINGTON GEORGE	06/07/00	A					R	

PATH:

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00521)

- The Caseload List screen is used to select an open or closed client, a referral or a provider to work on or to transfer authority to another worker
- When a record is selected with an S, the client, provider or report is activated (loaded into the global record)
 - When ENTER is pressed, CLID, FACD or RRD1 will be displayed depending on if the selection is a client, a provider or a report
- If the user chooses the option to transfer a client by selecting with a T, the AXED (Assignment Detail) screen will be displayed
 - Multiple transfers or the transfer of an entire caseload is accomplished by selection of each client with the option (T)
 - The user will then cycle through transfer screen for each selected client, provider or report to enter the new worker number for transfer

CLID - Client Detail

CAFSCLID	CLIENT DETAIL	04/07/2010	10:57
USER ID : CS4566	MODIFY		
CAPS ID : 00002112	25	NAME: COLBERT, DAWNNA	
ADDRESS LINE1 : 204 POWELL	OPEN FOR SERVICE (Y/N) : Y		
ADDRESS LINE2 :	EFFECTIVE DATE : 01/02/1998		
CITY : HELENA	CLOSURE DATE : 99/99/9999		
STATE/ ZIP : MT 59624 - 0778	CLNT CATEGORY : CH CHILD		
TELEPHONE : 406 442-3469	FINANCIAL CNTY: 25 LEWIS & CLARK		
WHOSE ADDRESS : PLP PLACEMENT PROVID	PLACEMENT TYPE: OUT OF HOME CARE		
HEIGHT : 4 8	WEIGHT : 105	EMERGENCY CONTACT PHONE: 406 443-6500	
HAIR : BRN BROWN		NAME : MARY REYNOLDS (AUNT)	
EYES : HZL HAZEL		BIRTHMOTHER MARRIED AT TIME OF BIRTH: Y	
BIRTH DATE : 08/10/1998	AGE : 11	PREVIOUSLY ADOPTED : N	AGE :
ETHNICITY : CA		PREGNANT - DUE DATE:	
HSPNC ORGN : N		SPECIAL NEEDS : Y	NUMBER SIBLINGS: 1
RELIGION : LUT LUTHERAN		SSN : 158-80-9866	
CITIZENSHIP: US	U.S. CITIZEN		
SCHOOL NAME : FOUR GEORGIANS ELEM	EXPECT TO GRAD. BY AGE 19:		
CONTACT NAME : GEORGE GLOBE			
PHONE : 406 443-9510	DATE ENTERED 08/31/04 - LEFT 99/99/99	GRADE : K	
		PATH:	

- This screen is used to capture and display detailed demographic information about a specific client
- Required fields on this screen are:
 - Birth date
 - Ethnicity
 - Hispanic Origin
 - Client Category
 - Financial County
 - Birthmother Married at Time of Birth (if Client Category is “CH” – child)
 - Previously Adopted (if Client Category is “CH” – child)
- If the ETHNICITY code is American Indian (AI) or Alaskan Native (AN) the system will automatically take you to the ICWD (Indian Child Welfare Detail) screen
 - Not required for DOC clients

ADDL -Address List

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSADDL ADDRESS LIST 11/10/2005 16:16
USER ID : CS4566 PAGE NO: 1
CAPS ID : 00002089 27 NAME: FURST, ADAM

TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE

START

SEL	DATE	ACT TYP	ADDRESS	CITY	ST	DIR
—	11/10/05	Y R	57 WOLF SONG DR	REXFORD	MT	

PATH: █

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00521) NUM 4:16 PM

- The Address List screen is used to display a history of addresses associated to a person in the CAPS system
 - The most recent record is displayed at the top of the list
 - The person may have only one open MAILING address, only one open RESIDENCE address but you may have multiple ALTERNATE addresses at a time
- On this screen you can INQUIRE, MODIFY or DELETE an address

ADDD - Address Detail

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSADDD ADDRESS DETAIL 11/10/2005 16:16

USER ID : CS4566 MODIFY

CAPS ID : 00002089 27 NAME: FURST, ADAM

LAST UPDT: 11/10/2005 BY: C7TR15 FIFTEEN, TRAINEE

ADDRESS TYPE : R RESIDENCE (PHYSICAL)

WHOSE ADDRESS : SLF SELF

ADDRESS LINE1 : 57 WOLF SONG DR

LINE2 :

CITY : REXFORD

STATE : MT ZIP CODE : 59930 - 9517

FOREIGN ADDR :

COUNTRY : CANADIAN PROV:

COUNTY : 27 LINCOLN

TELEPHONE : 406 889-3255

START DATE : 11/10/2005 END DATE : 99/99/9999

DIRECTIONS :

PATH:

4B :00.1 06/18

Connected to host 161.7.90.3 (TCP00521)

- The Address Detail screen is used to DISPLAY, MODIFY and ADD information about a person's address
 - Address types are ALTERNATE, MAILING, PLACEMENT, RESIDENCE and WARRANT PAYMENT ADDRESS
- Using the F10 function key you may associate this address with other persons
- To ADD a new address, enter the TYPE and known data
 - START DATE is required; if no END DATE is entered, CAPS will input 99/99/9999 indicating that the address is still open
- When an address changes or is no longer valid, enter the corresponding end date
- The DIRECTIONS line may be used for directions, hazards or dangerous situations
- The date and name of the worker that last updated the screen will display

RELL - Relationship List

```

CAFSRELL                                RELATIONSHIP LIST                                07/05/2006    14:50
USER ID : CS4566      MODIFY                                PAGE NO:    1
CAPS ID : 00002084    25      NAME: FURST, EVE

TO SELECT, ENTER I=INQUIRE, M=MODIFY, C=COPY OR D=DELETE

REL                                --INDICATORS--
SEL TYP  DESCRIPTION              NAME              HH PC LC FR SD  CAPS ID
-   SFR   STEP FATHER              WASHINGTON, GEORGE      N  N  N              00002086
-   BRO   BROTHER                  FURST, ADAM            N  N  N              00002089
-   STB   STEP BROTHER - MARR WASHINGTON, CAIN          N  N  N              00002088
-   BMR   BIRTH MOTHER            WASHINGTON, MARTHA      N  N  N              00002087
-   STB   STEP BROTHER - MARR WASHINGTON, ABLE          N  N  N              00002085

FS900001 NEW INFORMATION DISPLAYED                                . PATH:

```

- This screen will display a list of other persons in the system that are associated with a specific person and describe their relationship to that person
- A person must have a CAPS ID in order to form a relationship with a primary person
- You can INQUIRE, MODIFY, COPY or DELETE relationship information
 - The primary person in the relationship is the person to whom all other persons are being associated
 - You can “C” (COPY) certain details to be associated with multiple people
- To ADD a person you would use the F11 function and add on the RELD (Relationship Detail) screen
 - If you do not know the CAPS ID for a person you want to ADD then you will have to do a person search
- If a person’s relationship is perpetrator then a relationship of perpetrator would be indicated in the secured description on RELD
 - The reverse relationship will be created for the victim to the perpetrator

RELD - Relationship Detail

```
CAFSRELD                      RELATIONSHIP DETAIL                      07/05/2006    14:51
USER ID : CS4566    MODIFY
CAPS ID : 00002084    25    NAME: FURST, EVE

PRIMARY PERSON CAPS ID : 00002084 NAME : FURST, EVE
                                ADDRESS: 1045 N MONTANA AVE
                                HELENA                      MT 59601 - 3575
-----
PERSON ASSOC W/PRIMARY : 00002087 NAME : WASHINGTON, MARTHA
HOUSEHOLD IND (O/S)    : O    ADDRESS:
PHYSICAL CUSTODY       : N
LEGAL CUSTODY          : N    -
FINANCIALLY RESPONSIBLE: Y

RELATIONSHIP TYPE      : BMR    BIRTH MOTHER
SECURED DESCRIPTION    :

COMMENTS :
COMMENTS REGARDING THE RELATIONSHIP MAY BE ENTERED HERE

SHFT+F12=FILL

                                PATH:
```

- This screen is used to DISPLAY, MODIFY or ADD detail relationship information for a person who is related to a primary person
- The secured description field is only accessible to a worker with the appropriate security
 - This information can describe the relationship to a person, such as victim, perpetrator or possibly both
- After updating on RELD, additional relationships can be added to the primary by pressing the F11 key

EDHL - Educational History

```

CAFS EDHL                                EDUCATION HISTORY          02/08/2010    10:19
USER ID : CS4566      MODIFY              PAGE NO: 001
CAPS ID : 00002084    25      NAME: FURST, EVE

TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE

SEL----SCHOOL NAME-----PHONE NUMBER-----CONTACT NAME-----
-----SPED--GRADE---ENTERED DATE--EXIT DATE---CMPL---REQUEST DATE--PROVD DATE--
- HELENA CAPITAL HIGH SCHOOL      406 449-1234  CALLIE SCHMIDT
   IE      9      09/03/2009      99/99/9999
- CR ANDERSON MIDDLE SCHOOL       406 443-1100  DANIEL WEBSTER
   IE      8      08/27/2008      05/30/2009   Y
-
-
-
-
-
-

```

- This screen is used to **DISPLAY**, **MODIFY** or **ADD** school history information pertaining to a specific client
- Existing school history may be **MODIFIED** or **DELETED** by selecting the appropriate record
- Education records will be displayed in reverse chronological order (most recent first)
- The most current education record will also display at the bottom of the CLID (Client Detail) screen
- You can run the “Request for Education Records” docgen (D210)
- IE or 54 can be entered in the SPED (Special Education) field to indicate if the client participates in a special education program
- A complete flag of “Y” or “N” can be entered to identify if the client completed each grade

EMPL - Employment History

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSEMP EMPLOYMENT HISTORY 11/10/2005 16:25

USER ID : CS4566 MODIFY PAGE NO: 1

CAPS ID : 00002086 00 NAME: WASHINGTON, GEORGE

TO SELECT, A=ADD, M=MODIFY OR D=DELETE

SEL

— PROVIDER NUMBER :

NAME : BINFORD INC PHONE: 406 555-6666

ADDR1: 1541 MAIN START DATE: 04/01/2004

ADDR2: END DATE: 99/99/9999

CITY : HELENA STATE: MT ZIP CODE: 59601 -

OCC: SALES MANAGER

INCOME: 3400.00 STATUS: FT FULL-TIME

HOURS PER MONTH:

— PROVIDER NUMBER :

NAME : PHONE:

ADDR1: START DATE:

ADDR2: END DATE:

CITY : STATE: ZIP CODE: -

OCC:

INCOME: STATUS:

HOURS PER MONTH:

FS900018 UPDATE SUCCESSFUL . PATH: ■

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00521) NUM 4:24 PM

- This screen is used to record and display information about a person's employment
- You can ADD, MODIFY or DELETE employment information on this screen
- Enter the name of the EMPLOYER, START and END DATES (if applicable) of employment, ADDRESS, OCCUPATION and SALARY information for each job
 - Use monthly salary (before deductions) for income
- If a person is associated with a provider in CAPS, that information will display if it has been entered on PRPL (Provider Person List)
- Employment records are displayed in reverse chronological order (most current first)
 - The most current employment record will display at the bottom of the PERD (Person Detail) screen

SPND - Special Needs Detail

[illegible]

- This screen is used to identify a specific client's special needs and disabilities for service and placement matching
- You can enter generic special needs codes and then select a sub-code to provide more specific information regarding the special need
- For certain special needs codes, you must also identify if the special need has been clinically diagnosed and documented. These special needs cannot be added to the screen until this flag can be answered with a "Y" (yes)
- You can ADD, MODIFY or DELETE special needs by placing the appropriate selection on the select line

CRTL – Court List

```
CAFSCRTL          COURT LIST          07/06/2007   10:38
USER ID : CS4566          PAGE NO: 001
CAPS ID : 00001300      25   NAME: KOCH, MELISSA

TO DISPLAY, ENTER X: X ACTIVE ONLY _ ACTIVE AND DELETED F11, ENTER TYPE:
START FROM:              COURT REASON:
TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE
EFFECTIVE DATES
SEL TYPE HEAR/FILE DT   REASON   DISPOSITION STS   FROM   TO
-   MNE  07/06/2007
-   CTO  06/03/2007   TPR       MRT FRT   A   07/01/2007  99/99/9999
-   PET  10/01/2006   PLC       PLC       A   10/01/2006  99/99/9999
-   PET  06/01/2006   GSP       GSP       A   06/01/2006  12/31/2006
-   PET  01/05/2006   TIA TLC   TIA TLC   A   01/01/2006  06/30/2006

PATH: █
```

- This screen displays the court events specific to a client
 - A document type must be entered before pressing F11 to add a new detail
- You may INQUIRE on a court event at any time
- MODIFY on any court reason is possible only until the COURT DISPOSITION is entered
 - Once the disposition is entered, the majority of the information on the court event becomes protected
- You can DELETE a court reason from the system. This reason will remain on the database, but will be considered INACTIVE. In order to delete, you must enter COMMENTS at the bottom of CRTD (Court Detail) for the reason you wish to inactivate, then place a “D” on the select line, press ENTER and SHIFT+F4 to confirm the delete
- By entering a START FROM date you may view COURT REASONS from a particular date forward
- You can view specific COURT REASONS by entering the COURT REASON type

CRTD – Court Detail

```
CAFSCRTD          COURT DETAIL          09/24/2008   13:50
USER ID : CS4566   MODIFY
CAPS ID : 00001300 25   NAME: KOCH, MELISSA
                        LAST UPDATED: 07/17/2008 BY:

CAUSE NUMBER       : 01182006MH
TYPE OF COURT DOCUMENT: PET                EFFECTIVE DATES OF COURT ORDER
COURT REASON       : TIA  TLC                FROM : 01/01/2006 TO : 06/30/2006
HEARING/FILING DATE : 01/05/2006
ADJUDICATION DATE   : 01/05/2006                NEXT HEARING DATE : 06/30/2006
COURT DISPOSITION   : TIA  TLC
DATE ORDER RECEIVED : 02/10/2006
COURT JURISDICTION  : D01253
TRIBAL NOTIFICATION :
COUNTY ATTORNEY ID : 00179087  PATRICIA G ABOUSSIE
GUARD AD LITEM ID(1): 00200667  STEVEN R CARLSON
GUARD AD LITEM ID(2):

JUVENILE OFFICER ID :
COMMITMENT TYPE      :      DOC COMMITMENT END DATE:

COMMENTS: COMMENTS ARE REQUIRED IN ORDER TO DELETE A COURT DETAIL FROM THE
          CRTL SCREEN

                                PATH: █
```

- This screen is used to record details of specific COURT REASONS that involve a client
- F10 displays the RELL (Relationship List) screen and allows you to copy a COURT REASON to another client's record
- Once a disposition is entered and ENTER is pressed, a confirm message will appear at the bottom of the screen
 - Once SHIFT+F4 is pressed, most fields will be protected and cannot be changed
- An EVENT is recorded each time a COURT REASON occurs
- An alert (report to the court/court review due) will be created to the worker and the worker's supervisor 30 days prior to the NEXT HEARING DATE, if one has been entered
- Fields are enterable or non-enterable based on the type of court document being entered

ACTL – Activity List

```
CAFSACTL          ACTIVITY LIST          05/11/2011    14:15
USER ID : CS4566                                PAGE:    1
CAPS ID : 00002096    00    NAME: ANDREASEN, JESSICA

TO SELECT, ENTER  I=INQUIRE OR M=MODIFY OR D=DELETE

START FROM:          END FROM:          ACTIVITY TYPE:

SEL   DATE          ACTIVITY TYPES          GOAL CODES          ENTERED BY
-    05/09/2011    COR                      PER                CS4566
-    05/09/2011    COR                      PER                CS4566

PATH:
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- This screen displays the activities for a specific case or client
 - An activity is a significant contact or communication with a client or about the client that can impact the direction of the case
 - EXAMPLE: parental visits, child interview, worker home visits, phone calls
- Worker may select a specific activity to INQUIRE, MODIFY, or initiate the procedure to ADD a new activity by pressing F11
- The START FROM and END FROM fields can be used to view all activities that took place during a specific time period
- Enter an ACTIVITY TYPE(s) to view specific types of activities
- Activity details become protected seven (7) days after they are entered on the Activity Detail (ACTD) screen. If information needs to be modified or removed after seven (7) days, a supervisor must be notified.

ACTD – Activity Detail

```
CAFSACTD          ACTIVITY DETAIL          03/04/2013    15:23
USER ID : C84852   ADD                      ACTIVITY: 1
CAPS ID : 00002083   25   NAME: ROBINSON, HOPE
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: 1007
DATE OF ACTIVITY: 03012012   ACTIVITY TYPE: dda
ENTERED BY      : C84852   PURPOSE(S) : asm
                        GOAL(S) : saf

SUMMARY: CFSD needs the ability to document when a child under the age of 3
is referred to an IDEA (Developmental Disability Part C) part C provider for a
developmental disabilities assessment. The assessment is to be done within 5
days of the completion of an FFA (Family Functioning Assessment) in the case
where the child is determined to be unsafe and an in home or out of home plan
was put in place or is the subject of child abuse/neglect substantiation.
-Report # - Client Referred for DD Assessment:- field added to ACTD & ACT2.
New Activity type code of DDA (Developmental Disability Assessment). Restrict
Purposes to RFL (Referral) or ASM (Assessment). Restrict Goals to WEL or
SAF. When the activity code of DDA is used the report number field will be
required. Only allow one Activity of DDA per report. No other Activity Type
Codes will be allowed to be entered when the activity type is DDA.

SHIFT+F2=ACT2

PATH:
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- This screen is used to record and display the date of activity and the type, purpose and goal of the activity
- The Entered By field will default to the C# of the worker that is entering the activity and cannot be changed
- Up to five (5) activity codes, four (4) purpose codes and three (3) goal codes can be entered on an individual detail
- Use the summary area to summarize the activity details. If documentation concerning the activity is located elsewhere, note that in the summary
- Press F10 to display the RELL screen and copy activity details to other clients
- Press Shift + F2 to access the Activity Detail 2 (ACT2) screen where additional/continued comments may be entered

ACT2 – Activity Detail 2

```
CAFSACT2          ACTIVITY DETAIL 2          03/04/2013    15:30
USER ID : C84852   MODIFY                      PAGE NO:    1
CAPS ID : 00002083   25   NAME: ROBINSON, HOPE
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT: 0001007
DATE OF ACTIVITY: 03/01/2012   ACTIVITY TYPE: DDA
ENTERED BY      : C84852   PURPOSE(S)   : ASM
                                GOAL(S)    : SAF

SUMMARY: The CPS must refer a child who is under age 3 to the local
Developmental Disability Part C Program for screening for developmental
disabilities within 5 working days of completion of a FFA if the child was:
A. Determined to be unsafe and an in-home or out-of-home safety plan was put
into place OR B. The subject of a CA/N substantiation. Children ages 3 and
older must receive a developmental assessment through one of the following
methods. Head Start assessment, preferred for ages 3 to 5. Neuro-
psychological evaluation. Educational evaluation. Assessment by the Develop-
mental Disability contractor for the region. Request a copy of the assessment
of the child for the case file.

F2=ACTD

PATH: |
```

- This screen is used to continue comments that were initiated on the Activity Detail (ACTD) screen
- Date of Activity, Activity Type, Purpose(s) and Goal(s) can only be changed on the Activity Detail (ACTD) screen
- Multiple pages of ACT2 can be entered by pressing F11 to add